

Weekly Report to the City Council for the Week of

August 8th- August 12th, 2016

Administrator

City Administrator's Office

City Administrator (CA) Stewart met Mac Martin and his mother Genie Martin at McSwain Park in order to review a potential spot to relocate a commemorative stone marker dedicating the park in honor of their ancestor Dr. Daniel Lafayette McSwain. In its original location the stone was overgrown with vegetation and was partially sunken into the ground. Mac Martin was given permission to remove and clean the stone. The family also secured a granite stone on which to mount the inscribed ink marble stone.

The CA joined with employee Shelley Peacock in a meeting with Mr. Corbett Alday to review potential projects for CDBG grant funding. We will be examining a sewer utility project that will enable the city to run sewer lines to properties not now close enough to the collection system to allow connection to their properties.

The City Council held its first budget workshop for the upcoming 2016-17 fiscal year budget. Council voted to forego the second workshop which had been tentatively schedule for 8-23-16 and instructed staff to prepare the budget for the first public hearing on Tuesday September 6, 2016 at 5:01 PM.

City Engineer Julie Karleskint and Utility Director Berndt met with the CA to review the status on several projects including the Storm Water Master Plan effort with the SWFWMD.

The CA, Golf Course Director Kotzker and Utility Director Berndt joined together in a conference call with Mr. Anthony Andréa of SWFWMD to review a potential grant that will enable the City reclaimed water to be pumped into storm water pond at the course and then pump the water from those ponds for irrigation of the course.

The CA met with Mr. Tom Hollingsworth and Perry Hollingsworth to answer their questions about the zoning of a city property for a planned business venture.

Planning and Zoning

Weekly Report for the Week of August 8, 2016

8/8/16 Received payment from Esther at Boyle & Boyle Inc, Crossroads Sheds, Inc., and Approved RTO, Inc. Applications were given to Fred Lewis for approval. 8/10/16 Fred Lewis approved all applications above. LBTR's were mailed to each.

8/8/16 Received Desoto County Land Development Order Applications for Fire Station #1. Included in the package was: Site Development Plans including drawings, Tree Canopy Waiver

and Modification applications, Alley Vacation Right-of-Way, Access points and distance for intersection adjustment applications, Certificate of Appropriateness, and Certificate of Economic Hardship. Penny Delaney was given copies of the package along with Steve Underwood and A.J. Berndt (Fred Lewis). Juanita Gaitan advised that she already had copies for the DRC. Copy was also sent FedEx next day to Jeff Schmucker. 8/11/16 HPC members were called to pick up copies of the Certificate of Appropriateness to review before next week's special meeting.

8/8/16 Sent verification email to Jeff Schmucker on 127 Polk Street and the two empty lots across the street. The lot numbers were 25 37 24 0012 0250 0060, 24 27 24 0012 0240 0260 and 24 27 24 0012 0240 0270. Inquiry was made on all three lots by walk in couple.

8/10/16 Received LBTR for McDonald's at 1203 East Oak Street. Renewal was given to Fred Lewis for approval and approved. LBTR was created and mailed to Mr. Vowels.

8/10/16 Received Right-of-Way from Century Link for Manatee Avenue to new electronics. 16-32-RC was assigned and given to Fred Lewis for approval.

8/10/16 Received LBTR for Eastside Automotive at 644 N. Brevard. Mr. Meiler was called to provide the County License and advised of fees required. Request is being held until both are received.

8/10/16 Martin Apartment Plans were received from James Bushouse and distributed to Steve Underwood, A.J. Berndt (Fred Lewis), and Juanita Gaitan.

8/10/16 Received LBTR from Miss Patty's Consignment at 122 W. Oak Street. Application was a renewal and given to Fred Lewis for approval. 8/11/16 Application was approved by Fred Lewis and LBTR mailed to applicant.

8/10/16 Received LBTR from Arcadia Electric at 440 N. Brevard Avenue. Application was a renewal and given to Fred Lewis for approval.

8/10/16 Received LBTR from Quest Diagnostics at 1709 E. Oak Street. Application was a renewal and given to Fred Lewis for approval. 8/12/16 Fred Lewis approved application and LBTR was mailed to applicant.

8/10/16 Received LBTR from Eli's Western Wear at 1011 E. Oak Street. Application was a renewal and given to Fred Lewis for approval. 8/12/16 Fred Lewis approved application and LBTR was mailed to applicant.

8/11/16 Received LBTR from Senior Friendship Center at 219 W. Oak Street. Application was a renewal and given to Fred Lewis for approval. 8/12/16 Fred Lewis approved application and LBTR was mailed to applicant.

8/11/16 Received LBTR from Desoto Motel at 1021 N. Brevard Avenue. Application was a renewal and given to Fred Lewis for approval. 8/12/16 Fred Lewis approved application and LBTR was mailed to applicant.

8/11/16 Received LBTR from Great Florida Insurance at 4 W. Oak Street. Application was a renewal and given to Fred Lewis for approval.

8/11/16 Received LBTR from Sunland Paving Company a Mobile Business out of Port Charlotte. Application was a renewal and given to Fred Lewis for approval. 8/12/16 Fred Lewis approved application and LBTR was mailed to applicant.

8/11/16 Received LBTR renewal from Gary Frierson Rentals at 1 North Luther Avenue. Need copy of County License and confirmation on number of units renting. This business also needs to register with the State of Florida, there is nothing on Sunbiz.org. 8/12/16 Gary Frierson refused to provide documentation required and took application back. Receipt was given to Finance is issue credit for \$10.00.

8/11/16 Received LBTR renewal from G and A Inc. at 1 North Luther Avenue. Need copy of County License and confirmation on number of units renting. 8/12/16 Gary Frierson refused to provide documentation required and took application back. Receipt was given to Finance is issue credit for \$10.00.

8/11/16 Called members of the Historical Preservation Commission to pick up their copies of the Certificate of Appropriateness and Certificate of Economic Hardship Applications for Fire Station 1 submitted by the county, giving them time to review before the Special meeting next week.

8/12/16 Received LBTR from Thomas Kartis, Jr., MD PA at 1010 North Mills Avenue. Application was a renewal and given to Fred Lewis for approval. 8/12/16 Fred Lewis approved application and LBTR was mailed to applicant.

8/12/16 Received LBTR from Desoto Coin Laundry at 137 ½ Brevard Avenue. Application was a renewal and given to Fred Lewis for approval.

8/12/16 Received copy of County License from Cash Kwik, Inc. at 919 East Oak Street. LBTR was mailed to applicant.

Answer Planning and Zoning questions from the public.

WEEKLY REPORT FOR THE AIRPORT

Fuel Pump- Still having some issues with the pump.

Fuel Master credit card reader paper has been out of order. Beverly thought paper was jammed, she contacted Fuel Master, they sent another paper dispenser. Asked for approval/ Purchase order request to have electrician install new one.

Runway lighting: BAJA Electric came out and installed and completed all electrical in the vault from the lightning storm, they also replaced 3 runway lights that had LED issues that were also affected from the lightning. Everything is now working as it should.

Arcadia.com website- Almost complete

Airport rented tractor for a few months. Got three days of mowing in this week. Monday, Wednesday and Friday. Turf runway end 13 has been mowed. Turf runway end 31 still needs mowed. Could not finish due to storm rolling through.

Collecting rent for August.

Attended Budget Workshop.

Completed storage tank liability insurance forms for the above ground fuel tanks. Sent to Mildred at Desoto Insurance. Mildred came back with questions that I couldn't answer regarding the tanks so I sent the paperwork to World Fuel who did the tank work asking if they could answer some of the questions that our Insurance Agent needed. World Fuel/ Jared is working on this and, just waiting to hear back.

Requested additional insurance coverage to our city policy to cover the tractor rental. Turned in Blue Book Value for the year, make and model for Mildred at Desoto Insurance.

This week I got the pleasure to speak with Mr. David Roberts, Aviation Operations Administrator. He gave me recommendations on what we could use for the turf runway markers besides using the yellow tires. He said he was never a fan of the tires, but offered recommendations that would look much nicer and not causing moving aircraft to spin and lose control if an aircraft was to hit one of these markers. He suggested using cones and gave me information on where to order them from.

Gave Rickey Hilton and Friends of Arcadia Airport approval to place the canopy on the T-33 Plane at Lake Katherine on the anniversary of Hurricane Charley 8/13/16.

Hangar available, making calls for the next one on the list.

FDOT notified me asking to close out the Lighting Project 433003-1-94-01, Contract No. AQU78. I will be working on this. This will need to follow Section 16.00 from the JPA, Project Completion Agency Certification. Expires on May 2018. \$742,567.00 Work has been done and completed!

Received Joint Participation Agreement for the Tractor Project 439794-1-94-01 Contract No. GOD82 \$100,000.00. Paperwork has been forwarded to City Clerk for upcoming agenda for the August 16, 2016 City Council Meeting.

Attended Consultant Selection Committee Meeting for the Airport. Presentations presented by both firms.

Code Enforcement

Code Enforcement (CE) tagged 2 semi trucks and 1 horse trailer located at 1330 E. Oak St. (Old Winn Dixie Parking lot)

Property Maintenance Standards Review Committee met on August 8, 2015 at 1:00 pm. Members in attendance: George Cavas, Brenda Johnson, William "Bill" Strickland, Katherine Ritchie, Joe Enderby, Michael Taber. The committee was advised that a workshop will be scheduled soon in the near future. The work shop will cover the implementation of the International Property Maintenance Code (IMPC) and the Special event ordinance. The Committee was also advised of the outcome of the Special Master Hearing held on July 28, 2016.

Code Enforcement (CE) sent out Special Master Hearing notices for the following properties:

511 W. Oak- high grass/weeds over 12 inches.

222 N. Desoto Ave. - Abandoned or inoperable vehicles, premises to be kept clean.

644 N. Brevard Ave. - Abandoned or inoperable vehicles, premises to be kept clean.

500 W. Oak St. - Abandoned or inoperable vehicles, premises to be kept clean.

Code Enforcement (CE) met with Mr. Struges about 644 N. Brevard. Mr. Struges didn't understand why he was getting a notice of hearing for his property. I explained to him that he is ultimately responsible for his property regardless if he is renting it to someone else. Mr. Struges was also told that this matter has been going on since February 2016 and that the City of Arcadia has been patient and understanding in allowing the property an extended time correct while waiting on the property at 1001 E. Oak St., Eastside Motors to be rezoned because 644 N. Brevard was being used as a holding area for vehicles to be worked. Mr. Struges became visually upset and then stormed away stating that he will be contacting his lawyer.

Code Enforcement Action Counts
For Date Period From 08/07/2016 Through 08/13/2016

Action	Count
Case Notes	7
Hearing Notice	5
Courtesy Notice	4
Mail and Post Notice of Hearing and Violation	2
Notice of Visit (Door Hanger) left at Property	2
Re-Inspection	1
Inspection	1
Total	22

Code Enforcement Violation Counts
For Date Period From 08/07/2016 Through 08/13/2016

Violation	Count
Grass or Weeds	4
Abandoned or Inoperable Vehicle	2
Recreational vehicles - living or sleeping purposes	1
Premises to be Kept Clean (a)	1
Total	8

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: Monday August 15, 2016

Subject: Weekly report for Finance for week of August 8-12, 2016

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$96,787.21

Meter Deposits - \$300.00

Airport Rent - \$1,283.14

Golf - \$182.00

Mobile Home Rent & Laundry – \$2,350.00

Permits - \$15.00

City Fines – \$5,414.92

Cemetery - \$0

Misc - \$2,035

Impound - \$0

Saturday Night Lights – \$2,600.00

Business Licenses - \$1,771.00

State of Florida - \$30,954.73

Accounts Payable:

- Entered 65 invoices and processed 17 checks totaling \$19,929.90 from operating.
- Issued 17 purchase orders.

Updates on projects and tasks:

Airport RFQ – Selection Committee presentations by firms

Grant Management

Assisted CFRPC in submitting Browns Field Grant application to Grants.com

Budget Update

- Budget Workshop

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator
From: Penny Delaney, City Clerk
Date: August 12, 2016
Re: Weekly Report

During the week of August 8-12, 2016, I performed the following:

- attended staff meeting on August 8, 2016; updated Action Review Register;
- attended and took notes at the Property Maintenance Standards Review Committee meeting on August 8, 2016; transcribed minutes for same
- attended and took notes at the Historic Preservation Commission meeting on August 9, 2016; transcribed minutes for same; prepared notice to be placed on bulletin board and placed said notice on the City's website regarding the upcoming Special One Item Agenda meeting of the Historic Preservation Commission as such pertains to the proposed new fire station in the historic district; prepared agenda for same
- finished compiling the August 16, 2016 City Council packet and made copies of same to be placed in the City Council Member's mailboxes, along with e-mailing same to City Council and other recipients. Compilation of the current check warrants was also completed and same was placed, along with the Council packet and Council agenda, on the City's website. I then scanned and uploaded the individual agenda items to the laptop in the Council Chambers in preparation of the City Council meeting
- discussed with City Administrator and accordingly added language to Local Business Tax Receipt Application
- attended and took notes at the Planning and Zoning Board meeting on August 9, 2016; this meeting did not take place due to lack of a quorum
- attended and took notes at the First Budget Workshop on August 9, 2016
- attended insurance open enrollment meeting
- prepared City Council Action Report for August 2, 2016 meeting; provided same to City Administrator
- attended the RFQ2016-01 Airport Consulting Services Presentations on August 11, 2016

- continued records research at old City Hall and the Speer Center regarding necessary dates of when the County started handling the building permits for the City
- communicated with Jeff Schmucker of the Central Florida Regional Planning Council and provided him with various ordinances
- scanned Ordinances 1016, 1017 and 1018 into the appropriate directories

Human Resources

CITY OF ARCADIA

INTER-OFFICE MEMORANDUM

DATE: August 15, 2016

TO: Terry Stewart, City Administrator

FROM: Linda Lowe, Human Resource Manager

SUBJECT: Weekly Report – August 08, - August 12

Human Resource Manager attended and participated in the Director's Meeting on Monday, August 01.

The HR Manager meet with a gentleman regarding his liability claim after his wife had hit a man hole causing damage to the tire of her vehicle. His claim had been denied and he was very unhappy with the decision. The HR Manager did some further investigation and reported findings to the claim adjuster. The denial of liability stood.

Human Resource Manager attended the Budget Hearing on Tuesday, August 9.

Open Enrollment has been started. The first Open Enrollment session was held Wednesday, August 10 beginning at 10am. Several employees attended and received information regarding the benefits available to them for the next year. There will be a slight increase in the cost to the employees this year. The next Open Enrollment session will be August 26 at 2:30pm.

HR Manager met with several employees one-on-one to further discuss benefits and complete appropriate paperwork. Two (2) initial benefit packages for employees passing probationary status were completed and processed.

HR Manager completed employment packages for two (2) new employees who will begin employment next week.

The Human Resource Manager continued attempts to make contact with someone at DeSoto High School to inquire regarding the City becoming a place for students to intern and gain practical experience. As this is the first week of school was asked to return the call in a couple of weeks.

Continued work on the Safety Policy and Procedure Manual. This manual will be ready to go to members next week.

Water Treatment Plant

Weekly Summary Week Ending 8-13-16: A.J. Berndt

(AJ Berndt, John Ristau, Kevin Broder)

- August 06, 2016 (Saturday) – Regen cation #1. General cleaning. Spray weed killer. Regen anion #3.
- August 07, 2016 (Sunday) – Regen anion #1. Open GST top hatch.
- August 08, 2016 (Monday) – Acid clean, flush, zero, chem scans. Regen #2 cation. Clean, sweep, vacuum water plant.
- August 09, 2016 (Tuesday) – Refill ammonia day tank. Regen #2 anion. Hose down salt tank and area. Clean, sweep, vacuum, water plant.
- August 10, 2016 (Wednesday) – Spray for weeds and bug killer. Clean algae off generator pad. Regen #1 cation. Hosed down salt area. Regen anion #1.
- August 11, 2016 (Thursday) – Spray bug spray around generator skid. Regen anion #3. Straighten up storage room. Blow off chips and grass around plant. Hose off bugs on top of WTP on generator side, and sprayed bug spray on top. Replace chemicals in chlorine analyzer. Clean, sweep, mop, vacuum, clean bathroom, water plant.
- August 12, 2016 (Friday) – Open GST top hatch to air out CL2 fumes. Regen cation #2. Drain and clean caustic pit. Replace damp rid in well #3. Clean, sweep, vacuum, water plant.

Summary for the Week Ending Aug. 12, 2016: Utility Department– A.J. Berndt

Waste Water Plant

(Dave Jones, Donald Saftenberg, Jim McKernan, Gordon Cogswell)

- Aug. 6, 2015 – (Saturday) – Normal plant operation -- Tripped East digester float to allow sludge to settle . Batched LC – 214 polymer in mixing tank , transferred to day holding tank . Reset bar screen conveyor on top of pre treat . Blew off moisture accumulated in air supply line , feeding sand filter lift tube.
- Aug. 7, 2015 (Sunday) --- Normal plant operations -- Started decant of East digester , pulled all clear water from top of settled sludge , raised decant tube – aerators on . Batched LC – 214 polymer in mixing tank , transferred to day holding tank . Blew off accumulated moisture in air supply lines feed sand filter lift tubes.
- Aug. 8, 2015 (Monday) --- Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 pump “C” , Compressor # 2 , and Hydro pump # 2

in service. Continued painting of inside of main plant building and trim . Pumping down #2 sand filter bay for Repair of slipped fern co boot that connects inflow piping to sand filter . Reuse facility opened for repair man to fix electronic tank reader /replace unit which controls reuse watering distribution system . Started working on D.E.P. monthly report transferring log flow data and plant parameters to plant reporting sheets .

- Aug. 9, 2015 (Tuesday) --- Batched LC – 214 polymer in mixing tank and transferred to day holding tank. Reset conveyor on top of pre treat . Blew off moisture accumulated in sand filter air supply lines . Plant generator running noted in Fuel Oil and Generator Inspection Log . Finished pumping out #2 sand filter bay shut down sump pump and pulled from bay . Call in of alarm light flashing on Armory lift station , checked same , station pumped down pumps running reset alarm light . Repaired brace holding 2” pvc sludge line coming from N. clarifier scum pit lift station . Switched float / pump run sequence for clarifier feed station working chemical flow problem with incoming flow rates .
- Aug. 10, 2015 (Wednesday) --- Set weekly composite samplers (plant INF. and plant EFF.) per D.E.P. permit . Checked Ridgewood lift station from call in of alarm light on , station pumped down reset alarm light . Reuse tank telemetry repair complete , tank level information reading proper back to plant board . Continued painting and trim work in break area and main office space .
- Aug. 11, 2015 (Thursday) --- Batched LC – 214 polymer in mixing unit and transferred to day storage tank . Pulled weekly samples (Plant INF. and Plant EFF.) Per D.E.P. permit , Sent weekly samples with Short Lab driver . Tripped East digester float for sludge settling . Weekly run of sludge press , pulling from East digester , sent 38 tons (76,000 lbs.) to county landfill used for cover on top of trash pile . Reset bar screen conveyor , top of pre treat to send collected debris to collection dumpster . Continued painting and trimming building work area . Spraying down inside walls of sand filter #1 with bleach after pumping all water from unit for cleaning . Received delivery of SO₂ (1 ton cylinder) used for dechlorination of water before discharge at outfall .
- Aug. 12, 2016 (Friday) ----- Filled Plant truck #21 with fuel for upcoming weeks use, fill ticket to garage . Started decant of East digester , pulling clear water from top of settled sludge . Batched LC – 214 polymer in mixing tank and transferred to day holding tank . Received CL₂ bleach delivery , transferred to holding tank , received 775 Gals. Blew off excess moisture in air supply lines to sand filter lift tubes . Reset conveyor on top of pre treat . Continued painting walls in main office building on compound . Plant high INF. station alarm on after heavy rain event , found #5 INF. pump tripped out at panel reset pump tripped out again , switched power leads run backwards to clear pump , reset power pump running , no trip out .

Public Works Recap for Week 8/6/2016 thru 8/12/2016

General Information

The PWD attended the Department Head meeting on Monday. The PWD attended the Budget Workshop on Tuesday. The PWD assisted with the bush-hog mowing at the Airport. The PWD contacted Ajax Paving in regards to paving LaSolona.

Cemetery

Mowed and weed eaten each day.

Streets

A streets employee filled in for a Sanitation truck driver for 1 day. 2 Streets employees mowed at the Cemetery for 1 day and 1 Streets employee mowed at the Airport for 1 day. 26 loads of brush were picked up. Trimmed trees on Arcadia Avenue (8 loads). Inspected manhole at the intersection of Mills and Maple. Met with the City's engineer regarding sidewalk projects Mira Flores and Mills. 1 Streets employee threw trash for Sanitation 1 day. Inspected water leak at Pine and Lee. Assisted Systems with installing a new manhole cover at Mills and Maple.

Sanitation

All routes were ran as normally scheduled. The inside and outside of all the Sanitation trucks were cleaned.

Parks

Picked up the barricades from a downtown event. Mowed at MLK Park, Lake Katherine, Story Book Park, and Jim Space.

Garage

Replaced muffler and overflow valve and the vacuum head on the Streets sweeper. Road call to clean the battery post and jump start a Parks vehicle. Replaced a headlight bulb on a PD vehicle. Welded a handle for the PTO on the Streets tree trimming truck. Diagnosed and replaced fuel pump fuse on a Parks vehicle. PMs performed on 2 PD vehicles. Road call to remove and replace broken set screw on Systems valve insertion machine.

Facility Maintenance

The replacing of the fascia on the former PD Office on Polk was completed. Outside light bulb in the front to the Way Building was replaced. Hall light bulb was replaced in the Way Building. Rearranged furniture in one of the offices in Finance.

Inmates

MONDAY: Threw trash for one of the Sanitation truck routes.

TUESDAY: Threw trash for one of the sanitation truck routes. Cleaned the ditch on Hodges.

WEDNESDAY: Mowed and weed eaten at the Cemetery.

THURSDAY: Threw trash for one of the Sanitation truck routes.

FRIDAY: Threw trash for one of the Sanitation truck routes.

Pro Shop/Golf Course

Golf Course

To: Terry Stewart

From: Michael Kotzker

Date: Monday, August 15th, 2016

Subject: Weekly report for Golf Course for week of August 6th-August 12th 2016

Been in contact with Swiftmud about a grant to interconnect ponds and to pump from ponds which will be supplied from the waste water.

Repairing Sprinkler Heads around Greens.

Looking to obtain Tree Grant for Golf Course and City of Arcadia.

Review Bills for payment.

Meet with Jason & Jett from Laman Field Maintenance and went over entire Golf Course.

I meet with my Maintenance staff each morning and afternoon.

Conduct our Friday meetings with my staff.

Looking to maybe install Cages on the Driving Range.

Changed Cups & Pins on Friday with Lee.

Check all Satellites on Golf Course and make sure they have the correct sequence.

Total Revenue from 8/06-8/12 is \$251.14 plus \$18.86 sales tax.

Met Jett on Tuesday Morning as they started Aerification the Front nine.

Starting to apply Sand to the Greens on the Front nine.

We are using the Well water specifically to water Greens only.

Project #7 which is the Aerification to the Front nine was completed.

Going over prices in computer for upcoming season.